

**TOWN OF EASTON
POLICE DEPARTMENT
JOB DESCRIPTION**

POSITION: Records Clerk/Receptionist

REPORTS TO: Administrator of Records, Support Services Division Commander

JOB

OBJECTIVES: Assists the Administrator of Records with the process and maintenance of records and paperwork maintained by the Department.

JOB

REQUIREMENTS:

Good knowledge of composition, grammar, spelling and punctuation; ability and willingness to operate computers and basic office equipment; ability to learn general police terminology, procedures, laws and ordinances; ability to communicate well with the public; ability to learn to process daily paperwork. General knowledge of MS Windows, Word, and Excel. Ability to learn new software. High school degree or G.E.D.; general office experience preferred.

MAJOR JOB

FUNCTIONS:

- Answer Telephone and direct incoming calls to appropriate staff
- Post and file citations, warnings, municipal infractions, ERO's and FIR's;
- Post and file incident and criminal reports;
- Post and file arrests, criminal summons and warrants;
- Sort and distribute US Mail;
- Prepare court paperwork for officers;
- Record, sort and file court subpoenas;
- Data entry in several state run systems
- Generate monthly reports for the Town Council, Officers and Command Staff;
- Handle walk-in requests from the general public;
- Track towed vehicles and assist tow companies with abandoned vehicle paperwork
- Complete truck permit renewals annually
- Assist with other administrative duties as required;

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be exhaustive of all responsibilities, duties and skills required of the employee.

I have read and understand the duties outlined in my job description.

Signature

Date